

DATE: May 11, 2016

WIOAB 14-15

TO: Heinz NEG Providers

FROM: Marsha Wright, Workforce Development Workforce Bureau Chief 

SUBJECT: Heinz National Emergency Grant CLOSEOUT PROCESS

With the Heinz NEG coming to a close on May 31, 2016, the Workforce Development Division has developed the following processes for the NEG Providers working with participants enrolled under this program. As of today, there are 22 participants actively enrolled under the Heinz NEG (Title J, Type M).

Transfer and Exit Procedures

- A) Heinz NEG participants who will continue to receive WIOA services after May 31, 2016 must be exited from the NEG no later than close of business May 31, 2016 and enrolled in one of the following programs:
- (1) Dislocated Worker program - (Title Z, Type X).
 - (2) Job-Driven (JD) NEG - (Title J, Type N)
 - (3) Sector-Partnership (SP) NEG - (Title J, Type O)

Enrollment dates must be no later than June 1, 2016, and there should be no gap between the Heinz NEG exit date and eligibility/enrollment date into the program(s) identified above. Career planners should use the Heinz NEG exit date as the eligibility and enrollment dates for the new program. On the Services Details page of IdahoWorks, the participants' Heinz services status should be marked as *Exited, Funding Source Change* for those services that will continue under the new enrollment. Career planners must also make the change to the eligibility date in the participant's demographics information page.

Since participants are moving from one WIOA NEG funding stream to another Dislocated Worker or other NEG, no additional eligibility paperwork is required. In this instance, local WIOA supervisors should directly approve the move from the Heinz NEG to one of the options noted above through the IdahoWorks system.

- B) Heinz NEG participants NOT transitioning to other programs must have all services marked as "Completed" in IdahoWorks with an end date no later than May 31, 2016. This will allow career planners the opportunity to data enter positive outcome data, such as entered employment details, etc.
- C) **Accounting staff will close the Heinz NEG on June 1, 2016.** Outstanding NEG participant vouchers will be paid if the service dates are dated on or prior to May 31, 2016 and submitted to Accounting within 60 days of this date. IDOL staff may not time-charge to the NEG after this date.

If you have any questions regarding this process, please contact any member of the grants unit.